

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:

VACANCY ANNOUNCEMENT NO. 100-05

DATE:

November 18, 2005

POSITION TITLE : General Services Management Specialist
LOCATION : American Consulate General Frankfurt, Regional Support Center
OPEN TO : All Interested Candidates
SALARY : Ordinarily Resident: EURO 57,193 p.a. (starting salary) *
Position Grade: FSN-11

Not Ordinarily Resident: US\$ 47,682 p.a. (starting salary) **
Position Grade: FP-04
Actual grade to be determined by Washington **

(*) Full Performance Level: The successful candidate may be hired at a training level, i.e. pay grade below the full performance level, if management decides that the incumbent should be trained to apply his/her knowledge, skills and abilities towards the RSC specific procedures, programs and policies.

SCHEDULE : Full-time, 40 hrs./week
OPENING DATE : November 18, 2005
CLOSING DATE : December 09, 2005 (close of business)
SECURITY REQUIREMENT : Selected candidate will be required to undergo both a medical and security clearance prior to employment

<< Position will be available as soon as funding is available >>

NOTE:

Non-German/Non-EU and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs) officially recognized by the MFA, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application.** The Consulate cannot sponsor applicants for either permit, except for U.S. citizen MOHs. Local Hire Staff (LES) having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

All applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. Only applications which address the required qualifications are to be considered eligible. Applicants **must** submit a complete application through regular mail for each position s/he is applying for. No fax application can be accepted.

Application Procedure: Interested candidates must submit either an "Application for U.S. Federal Employment" (DS-1950 or OF-612, or a current resume or curriculum vitae that provides the same information as on DS-1950 or OF-612. Both, "Application for U.S. Federal Employment" or the resume must include a letter of introduction and documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the requirements of the position listed above. **Application language is English.** Certificates, awards or degrees in English/German do not need to be translated.

An Ordinarily Resident (OR) hired under the Local Compensation Plan (LCP) will be entitled to the following benefits:

7% Christmas Bonus calculated of the annual basic salary
5% Vacation Bonus calculated of the annual basic salary
Employees entering the USG service under the age of 45 will be enrolled in the Retirement Benefit Plan
Payment of Meal Allowance
Payment of Wedding and Birth Benefits
30 days annual leave for employees over the age of 30
German and American Holidays paid off

BASIC FUNCTION OF POSITION: (A copy of the complete position description listing all duties and responsibilities is available in the HR Office)

Incumbent serves independently as General Services Management Specialist within the European/Eurasian (EUR) region. Incumbent is a regional consultant for providing expert advice and assistance to assigned post's management and their GSO staffs on a broad range of property management functions. Functions include: Property Accountability, transportation, shipping, deliveries, warehousing, disposals, expendable supplies, non-expendable property. In consultation with A/LM/PMP/BA/PM s/he conducts formal classroom training. Assistance is provided by e-mail, phone, fax, and by traveling to post. Overall supervision for incumbent's regional responsibilities is provided by the Regional Support Center, Deputy Director.

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QUALIFICATIONS REQUIRED:

- **EDUCATION:** Completion of at least two years of college required. Work experience directly associated with professional property management administration may be substituted on the basis of one year of college course work.
- **EXPERIENCE:** Six years of progressively responsible experience in a broad range of DOS GSO programs or equivalent US Government GSO programs are required, plus 2-3 years supervisory experience required.
- Successful completion of FSI "Train the Trainer" course within 12 months of assignment is mandatory as well as completion of the FSI GSO course.
- **LANGUAGE:** Level IV (fluent) English language skills are required (speak/write and read).
- **KNOWLEDGE, SKILLS, ABILITIES:**
- Knowledge of USG and Department of State property and supply regulations and procedures, general warehouse management, inventory systems and practices, maintenance and refurbishment of equipment, appliances, furniture and furnishing is required.
- Expert knowledge of shipping, travel and transportation regulations is required.
- Knowledge of prevailing trends, concepts and theories of GSO management and local practice for the countries served is required.
- Expert knowledge in the Department's accountability systems (NEPA, Stock Control, Expandable Supplies and Asset Management) is required.
- High level of writing and verbal skills necessary to discuss complex issues and to prepare comprehensive written reports and recommendations is required.

Selection Criteria: When equally qualified, Appointment Eligible Family Members (AEFM's) and U.S. Veterans will be given first preference. Therefore, it is essential that candidates address the required qualifications in their application. Proof of U.S. veteran's preference (copy of Form DD-214) must be submitted with the application. The Consulate will consider issues such as conflict of interest, nepotism, budget, residency status and whether applicant has work/residence permit, in determining successful candidacy.

Submit Applications To:

American Consulate General
Human Resources Office
LE-Staff Recruitment
Gießener Straße 30
60435 Frankfurt am Main

<http://frankfurt.usconsulate.de>

Definitions:

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets **all** of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs):** Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR):** A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*
5. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

CLOSING DATE FOR THIS POSITION: DECEMBER 09, 2005

The US Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: MGT/HR: FBachmann

Cleared: MGT/HR: CASTachowitz
RSC: AJNelson

Approved: MGT: BCBryson

Distribution: All Local Personnel, American Embassy Berlin, AmConGen Düsseldorf, Hamburg, Leipzig, München

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